



GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

SHARP PROGRAM COORDINATOR

SALARY RANGE: \$2,116.00 - \$2,572.00 Bi-Weekly

FINAL FILING DATE: An official **Glenn County Superior Court Application** must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Wednesday, May 10, 2006.**

THE POSITION

Glenn County is recruiting individuals to fill one limited term full-time SHARP Program Coordinator position at the Glenn County Superior Court. The individual appointed to this position will perform a wide variety of routine to complex analytical and administrative support duties and/or to manage daily operations of the program. This recruitment *may* be used to establish a list to fill future vacancies for the next 6 months.

DUTIES

Plan, prioritize, assign, supervise and review the work of staff involved in the program to which assigned; provide or coordinate staff training. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Coordinate and monitor assigned operations to ensure compliance with policies, procedures and regulations. May administer or assist in administering the grant program and ensure compliance with grant requirements. Conduct research related to assigned programs; analyze findings; prepare recommendations, reports and necessary correspondence, present reports to appropriate agency, committee, and Board. Compose, prepare, maintain and/or process a variety of records, reports, plans, correspondence, agreements, contracts, etc., as required. Participate in budget preparation and administration; submit justifications for supplies and equipment; monitor and approve expenditures; prepare fiscal reports and updates. Prepare bid specifications for services and equipment; review purchase requisitions and invoices prior to processing; maintain contact with vendors and service providers. Attend a variety of meetings with staff, other departments/divisions and/or outside agencies as appropriate; prepare presentation materials and meeting agendas/minutes. Receive and respond to inquiries, requests for assistance and complaints from Court staff, outside agencies and/or the general public. Perform general administrative duties as required, including but not limited to compiling data for reports, completing and processing various forms, maintaining inventory, developing schedules and calendars, maintaining computer record-keeping operations, creating databases and charts, processing personnel/payroll documents, etc. Perform routine office duties as required, including but not limited to typing reports and correspondence, copying and filing documents, entering computer data, assembling materials, faxing information, answering the telephone, processing mail, etc. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Pertinent federal, state and county laws and regulations, California Rules of Court. California judicial system, local court operations and procedures, and Judicial Council forms. Modern office practices and technology, including the use of computers for data and word processing. Organization, fiscal and personnel management. Principles of supervision, training, and performance evaluation. Research methods, techniques and procedures. Principles and/or methods of public and/or business administration. Budgeting procedures and techniques. Principles and procedures of fiscal and statistical record-keeping. Business letter writing and report preparation. English usage, spelling, grammar and punctuation. Basic mathematical principles.

Ability to: Learn, understand and interpret pertinent federal, state and local laws, codes and regulations. Learn the operation, policies and procedures of the program. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Supervise, train and evaluate the work of staff. Prepare and administer a budget. Establish and maintain cooperative working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Maintain records and prepare required reports. Maintain confidentiality as required. Work in a fast paced, high volume public service environment.

TRAINING AND/OR EXPERIENCE

Experience: Two years of responsible program development and administrative experience, preferably in court, legal environment, or local government. Additional qualifying experience may be substituted for the required education on a year-to-year basis to a maximum of four years.

Training: Equivalent to a Bachelor's Degree in Judicial, Public or Business Administration or related field and 2 years of increasingly responsible experience in a court setting or other public agency including, or equivalent to an Associate Arts Degree and 3 years of increasingly responsible experience in a court or public agency, or 3 to 5 years of increasingly responsible experience in a court setting or public agency.

continued

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A, Willows, CA 95988-2739 (530) 934-6451

"TDD - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

Website www.countyofglenn.net/personnel

SELECTION PROCESS: The selection process will consist of an application evaluation, oral examination and fingerprinting process. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for **Full-Time (40 hrs/wk with benefits)**, **Part-Time (20-39 hrs/wk with benefits)**, and **Public Service Employee (temporary no benefits)**.

IMPORTANT: If you need accommodation in the examination process, please contact the Personnel Department at least (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed envelope.**

Application forms may be obtained from and are to be returned to:

GLENN COUNTY PERSONNEL DEPARTMENT

525 W. SYCAMORE STREET, SUITE A

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

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4/26/06

EMPLOYMENT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER: All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

APPLICATIONS: Application forms must be filled out completely and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, on Wednesday, May 10, 2006.

RESIDENCE REQUIREMENTS: There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

TRAVEL AND RELATED EXPENSES: Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

MEDICAL EXAMINATION: Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

ANNUAL LEAVE – SALARIED (FLSA EXEMPT REGULAR EMPLOYEES: Effective January 1, 2001 and on each January 1, thereafter, each salaried (FLSA Exempt) regular employee shall be credited with eighty (80) hours of Annual Leave.

CREDIT UNION: Low interest loans and systematic savings through payroll deduction.

DEFERRED COMPENSATION: A tax deferred long-term savings plan is available to all employees.

DIRECT DEPOSIT: The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated ClearingHouse.

HOLIDAYS: 12 paid holidays per year.

HEALTH, DENTAL, VISION AND LIFE INSURANCE: The County makes available to employees and their dependents a health, dental and a vision program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

SICK LEAVE: 12 days per year; unlimited maximum accrual, which can be converted to service time upon retirement from the County.

RETIREMENT: Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security. The County pays the Employee contribution to PERS.

VACATION: 0 – 2 full years; 11 days, 3 – 12 full years; 16 days, 13 – 20 full years; 21 days, after 20 full years; 26 days.

THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.